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ABSTRACT

This publication provides information about the allocation of funds for student support to higher education institutions in England in 2001-2002 and requests monitoring information on the use of these funds. Student support funds include a variety of services to students, including fee waivers, help with living costs in some cases, and child care funds for students. The document includes background information on student support funding for the 2001-2002 year, guidance to institutions from the Department of Education and Employment, an outline of minimum allocations for Hardship and Bursary funding for individual institutions, and the monitoring information required from institutions by November 7, 2002. Appendixes contain a definition of qualifying childcare, a student benefit payment form, an explanation of residency requirements, a list of institutions with dance and drama awards, and information about short-term hardship loans. A report on the use of access funds in 1999-2000 is included. (SLD)

March 01/15

ED 450 652

Report

Student support funding for higher education institutions 2001-02

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Student support funding for higher education institutions 2001-02

To	Heads of HEFCE-funded higher education institutions
Of interest to those responsible for	Student support services, Administration of funds and loans Finance (including directors of finance)
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Publication date	March 2001
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Executive summary

Purpose

1. This publication provides information about the allocation of funds for student support to higher education institutions in 2001-02, and requests monitoring information on their use.

Key points

2. This document supersedes all previous guidance. It includes:

- background information on student support funding for 2001-02
- Department of Education and Employment's guidance to institutions for 2001-02
- minimum allocations for Hardship and Bursary funding (Part 1)
- monitoring information required from institutions by 7 November 2002.

Action required

3. We require final monitoring information by 7 November 2001 on the use of 2000-01 student support funding, and by 7 November 2002 on the use of 2001-02 student support funding.

Background

4. The Department for Education and Employment (DfEE) has made £86.7 million available to higher education institutions for student support funding in 2001-02. The funds are allocated on behalf of the DfEE by the Council.

Main changes to funding for 2001-02

5. The main changes to funding for student support are:

- the provision of funding for institutions' administrative costs
- changes to the management of the funds following the introduction of the Childcare Grant
- the early notification of minimum allocations for Hardship and Bursary Funding
- amendments to the data required for monitoring.

Administrative costs

6. In HEFCE 00/50, 'Funding for widening participation in higher education', we announced our intention to provide funds to help higher education institutions (HEIs) improve the quality of student support services. Specifically the new funding is to be used by institutions to enhance the promotion and administration of access funds. Institutions were notified of the allocations for 2000-01 in HEFCE circular letter 01/01 'Student support funding'.

7. In the annual operating statements that they submit to us in July 2001, we will ask institutions to provide information on how the new administrative funds have been used to enhance student support activity. Before that, to help institutions prepare their revised widening participation strategies, we will issue good practice guidance on learning and teaching and widening participation, and hold seminars in May 2001. The National Co-ordination Team, National Disability Team, and Action on Access are working jointly with the Council to deliver the guidance and seminars, which will include examples of good practice in student support activities.

8. Institutions will be notified of the allocation for administrative costs for 2001-02 in June 2001. Further guidance on the appropriate uses of the

administrative funding are given in the DfEE's main guidance (Part 3, section 1). The report on the use of Access Funds in 1999-2000 (Part 4) also gives examples of the way institutions have been improving the provision of student support services.

Changes to the administration of student support funds

9. In 2000-01 institutions were asked to manage Hardship Funds and Access Bursary Funds (Mature Student Bursaries) as two discrete elements of funding. However, due to changes in the provision for students with dependent children, which are outlined in more detail at Part 3 section 1, there have been changes to the bursary arrangements. For 2001-02, institutions may manage the Hardship and Bursary Funds together as one fund. We hope that by giving each institution discretion over the balance of funding it will be easier for them to target support at the priority groups identified by the Government.

Funds available

10. Total student support funds available for 2001-02 are £86,753,000. This amount has been broken down into:

- a combined Hardship and Bursary Fund of £66,634,000
- a Fee Waiver fund of £13,749,000
- an Opportunity Bursary fund of £6,370,000.

11. A total of £2,168,825 will also be available for administrative costs.

12. In addition to the funds allocated to the HEFCE, the DfEE has allocated £4,849,000 to the Further Education Funding Council for higher education students studying in further education colleges. This amount has been increased following a review of the funding levels for such students.

13. To help institutions plan their student support more effectively we are issuing this guidance earlier than in previous years. But the data that inform institutions' allocations are not verified until later in the spring. Therefore at this stage we can only publish minimum allocations. Institutions are

guaranteed to receive the minimum allocations, which represents at least 90 per cent of their 2000-01 Hardship Funds allocation plus Mature Student Bursary allocation. (Note – this does not include any allocation from funds recycled from previous years.) Part 1 shows the minimum allocations from the joint Hardship and Bursary Fund. In June 2001 we will issue a circular letter to institutions, giving their final allocations and the model used for the calculations.

Opportunity Bursaries

14. On 1 February 2001 the Secretary of State announced that the scope of the Excellence Challenge was to be broadened. This announcement was made following consultation and calls from the sector for the scheme to be geographically more inclusive. Therefore it has been agreed that the scheme will be extended to include Education Action Zones which are not already included in the Excellence in Cities initiative.

15. As a result of the extension a further 910 Opportunity Bursaries have been made available for HEIs in 2001-02. Therefore we have revised institutions' initial allocations which were listed in HEFCE 00/50 'Funding for widening participation in higher education'. The revised allocations and the list of Education Action Zones are at Part 2.

Carry forward

16. Institutions are reminded that for 2001-02 they are allowed to carry forward up to 10 per cent of Hardship/Bursary and Fee Waiver Funds, provided they can foresee a use for them in 2002-03.

17. However for 2001-02 institutions will not be able to carry forward any unused Opportunity Bursary funding into 2002-03. Instead any underspend will be taken back and reallocated.

Payment and viring

18. We will make payments for Hardship and Bursary Funds to institutions in three instalments:

- 60 per cent in August 2001
- 30 per cent in January 2002
- 10 per cent in April 2002.

19. Institutions will receive the funds for the initial allocations of Opportunity Bursaries in August 2001, based on the revised allocations at Part 2. The monitoring return for 2000-01 will also include a mid-year return for Opportunity Bursaries (see Part 5) which will enable us to establish the final number of bursary holders at each institution. The January instalment of funding will be adjusted to take into account the difference between the initial and final allocations.

20. The funds for Fee Waivers will be paid in a single instalment in January 2002.

21. The contribution to administrative costs will be paid in one instalment in August 2001.

22. Institutions are reminded that they can vire funds from the Hardship/Bursary Fund to cover payments for Opportunity Bursaries before the final instalment is made in January 2002, or to cover Fee Waivers if necessary. Institutions can also vire from the Fee Waiver Fund to the Hardship/Bursary Fund as appropriate. Together with the provision in paragraph 9, this means that effectively the Fee Waiver and Hardship/Bursary Funds may be managed as a single fund.

Monitoring student support funds

2000-01

23. In HEFCE 00/28 'Hardship Funds for higher education institutions', Annex F, we published the monitoring return for 2000-01. There are some minor amendments to the return:

- a new table to collect information on Fee Waivers, which is broken down by age and captures payments to those who have lost jobs, and those who are on benefits or low income
- an amendment to Table 4 so that it differentiates between loans that have been repaid within the year, and loans repaid from previous years
- Tables 5 and 6 now capture information on Fee Waivers, as well as Hardship Funds and Mature Student Bursaries.

24. There will also be an additional table – a mid-year Opportunity Bursary monitoring return for

2001-02. This will capture data on students who have been awarded Opportunity Bursaries, so that we can finalise institutions' allocations for 2001-02.

25. These tables have been reproduced in Part 5 for illustrative purposes only. We will provide institutions with disks for completion.

26. The timetable for return of monitoring information is as follows:

June 2001	Circular letter with funding allocations sent to institutions, plus guidance notes for completing the disks
Early August 2001	Disk plus a further copy of the guidance notes sent to institutional contacts
31 October 2001	Census date for the 2001-02 mid-year monitoring return for Opportunity Bursaries
7 November 2001	Deadline for return of completed disks

27. Institutions should notify the Council as soon as possible before 7 November 2001 if there are going to be delays in returning the monitoring information on time.

28. Institutions should be aware that we will examine monitoring returns to verify the data, and may make additional enquiries to clarify the information. If an institution fails to make a return by the due date, we will deduct from current grant any expenses that we incur in order to obtain a return. Any institution failing to make a return for 2000-01 by the due date will also lose entitlement to a share of any unused funds to be recycled.

29. Institutions should note that the final allocations for Opportunity Bursaries and Fee Waivers can only be made after the data from all HEIs have been received, and that delays in submitting therefore affect the whole sector.

2001-02

30. The monitoring returns tables for 2001-02 are in Part 6. Please note that these forms are for illustration only. The monitoring disk will be issued to institutions in August 2002, with a return date of 7 November 2002.

Audit

31. In HEFCE 00/28 we said that we would undertake an audit of the management of student support funds at a sample of institutions. The audit visits have been successfully completed. We will consider the final report and disseminate examples of good practice as appropriate.

Part 1 Minimum allocation of Hardship and Bursary Funds 2001-02

Universities	Minimum allocation (£)
Anglia Polytechnic University	849,767
Aston University	278,577
University of Bath	271,888
Birkbeck College	100,447
University of Birmingham	901,753
Bournemouth University	426,588
University of Bradford	417,907
University of Brighton	707,461
University of Bristol	541,229
Brunel University	647,004
University of Cambridge	497,273
University of Central England	868,091
University of Central Lancashire	1,229,538
City University	267,026
Coventry University	644,015
De Montfort University	1,414,943
University of Derby	882,812
University of Durham	555,678
University of East Anglia	465,111
University of East London	1,050,180
University of Essex	249,604
University of Exeter	480,717
Goldsmiths College	457,685
University of Greenwich	990,697
University of Hertfordshire	827,904
University of Huddersfield	751,882
University of Hull	678,630
Imperial College	413,026
Keele University	335,842
University of Kent at Canterbury	366,741
King's College London	630,906
Kingston University	643,022
Lancaster University	445,961
University of Leeds	1,086,166
Leeds Metropolitan University	934,475

Universities	Minimum allocation (£)
University of Leicester	450,902
University of Lincolnshire & Humberside	695,061
University of Liverpool	646,298
Liverpool John Moores University	996,410
London Guildhall University	851,315
Loughborough University	466,896
University of Luton	544,196
University of Manchester	899,678
LMIST	250,127
Manchester Metropolitan University	1,610,662
Middlesex University	1,475,720
University of Newcastle upon Tyne	587,039
University of North London	1,160,289
University of Northumbria at Newcastle	923,715
University of Nottingham	551,515
Nottingham Trent University	1,081,621
Open University	991,391
University of Oxford	579,448
Oxford Brookes University	524,335
University of Plymouth	1,106,200
University of Portsmouth	812,482
Queen Mary and Westfield College	464,513
University of Reading	453,033
Royal Holloway, University of London	236,960
University of Salford	933,489
University of Sheffield	835,068
Sheffield Hallam University	1,328,270
University of Southampton	690,278
South Bank University	1,103,355
Staffordshire University	944,026
University of Sunderland	808,232
University of Surrey	212,410
University of Sussex	474,880
University of Teesside	652,280

Universities continued	Minimum allocation (£)
Thames Valley University	927,160
University College London	655,840
University of Warwick	516,493
University of West of England, Bristol	1,033,502
University of Westminster	857,974
University of Wolverhampton	1,311,918
University of York	429,327

General colleges	Minimum allocation (£)
Bath Spa University College	297,025
Bolton Institute of Higher Education	523,608
Buckinghamshire Chilterns University College	349,929
Canterbury Christ Church University College	412,338
Cheltenham and Gloucester College of HE	428,760
Chester College of Higher Education	204,287
University College Chichester	318,560
Edge Hill College of Higher Education	418,087
King Alfred's College, Winchester	223,519
Liverpool Hope	419,066
University College Northampton	550,760
College of Ripon & York St John	220,291
St Mary's College	137,086
Southampton Institute	794,565
University of Surrey Roehampton	539,165
University College Worcester	287,441

Specialist colleges	Minimum allocation (£)
Bishop Grosseteste College	58,000
Arts Institute at Bournemouth	57,639
Institute of Cancer Research	2,065
Central School of Speech and Drama	47,328
Granfield University	130,029
Cumbria College of Art & Design	73,901
Dartington College of Arts	43,930
Institute of Education	144,679
Falmouth College of Arts	96,162
Harper Adams University College	55,565

Specialist colleges continued	Minimum allocation (£)
Homerton College, Cambridge	80,758
Kent Institute of Art & Design	123,269
University of London (Institutes and Activities)	26,175
London Business School	21,270
London School of Economics & Political Science	140,045
London School of Hygiene & Tropical Medicine	17,015
The London Institute	728,424
Newman College	111,666
Northam School of Contemporary Dance	12,756
Norwich School of Art & Design	65,542
School of Oriental and African Studies	196,213
School of Pharmacy	28,442
Ravensbourne College	43,682
RCN Institute	22,588
Rose Bruford College	36,185
Royal Academy of Music	43,772
Royal Agricultural College	11,670
Royal College of Art	143,863
Royal College of Music	40,481
Royal Northern College of Music	25,260
Royal Veterinary College	30,073
St George's Hospital Medical School	46,037
College of St Mark & St John	267,554
St Martin's College	371,794
The Surrey Institute of Art & Design University College	143,245
Trinity & All Saints	210,760
Trinity College of Music	24,030
Wimbledon School of Art	39,365
Writtle College	97,560
Transferred to the Teacher Training Agency	103,027
Total	64,522,728

Part 2 Revised initial allocations of Opportunity Bursaries 2001-02

Universities	Number of Opportunity Bursaries allocated	Total Opportunity Bursaries allocation (£)
Anglia Polytechnic University	64	64,000
Aston University	46	46,000
University of Bath	27	27,000
Birkbeck College	0	0
University of Birmingham	96	96,000
Bournemouth University	36	36,000
University of Bradford	63	63,000
University of Brighton	45	45,000
University of Bristol	33	33,000
Brunel University	59	59,000
University of Cambridge	42	42,000
University of Central England	95	95,000
University of Central Lancashire	126	126,000
City University	23	23,000
Coventry University	109	109,000
De Montfort University	152	152,000
University of Derby	85	85,000
University of Durham	54	54,000
University of East Anglia	34	34,000
University of East London	71	71,000
University of Essex	31	31,000
University of Exeter	30	30,000
Goldsmiths College	23	23,000
University of Greenwich	76	76,000
University of Hertfordshire	88	88,000
University of Huddersfield	118	118,000
University of Hull	72	72,000
Imperial College	33	33,000
Keele University	36	36,000
University of Kent at Canterbury	40	40,000
King's College London	53	53,000
Kingston University	69	69,000
Lancaster University	57	57,000

Universities continued	Number of Opportunity Bursaries allocated	Total Opportunity Bursaries allocation (£)
University of Leeds	124	124,000
Leeds Metropolitan University	92	92,000
University of Leicester	58	58,000
University of Lincolnshire & Humberside	89	89,000
University of Liverpool	93	93,000
Liverpool John Moores University	145	145,000
London Guildhall University	79	79,000
Loughborough University	62	62,000
University of Luton	91	91,000
University of Manchester	102	102,000
UMIST	40	40,000
Manchester Metropolitan University	188	188,000
Middlesex University	116	116,000
University of Newcastle upon Tyne	74	74,000
University of North London	86	86,000
University of Northumbria at Newcastle	115	115,000
University of Nottingham	55	55,000
Nottingham Trent University	133	133,000
Open University	0	0
University of Oxford	45	45,000
Oxford Brookes University	32	32,000
University of Plymouth	80	80,000
University of Portsmouth	78	78,000
Queen Mary and Westfield College	64	64,000
University of Reading	35	35,000
Royal Holloway, University of London	24	24,000
University of Salford	121	121,000
University of Sheffield	83	83,000
Sheffield Hallam University	158	158,000
University of Southampton	60	60,000
South Bank University	81	81,000
Staffordshire University	133	133,000
University of Sunderland	139	139,000

Universities continued	Number of Opportunity Bursaries allocated	Total Opportunity Bursaries allocation (£)
University of Surrey	21	21,000
University of Sussex	30	30,000
University of Teesside	88	88,000
Thames Valley University	43	43,000
University College London	47	47,000
University of Warwick	43	43,000
University of West of England, Bristol	84	84,000
University of Westminster	72	72,000
University of Wolverhampton	153	153,000
University of York	38	38,000

General colleges	Number of Opportunity Bursaries allocated	Total Opportunity Bursaries allocation (£)
Bath Spa University College	14	14,000
Bolton Institute of Higher Education	49	49,000
Buckinghamshire Chilterns University College	39	39,000
Canterbury Christ Church University College	20	20,000
Chesterham and Gloucester College of HE	34	34,000
Chester College of Higher Education	21	21,000
University College Chichester	13	13,000
Edge Hill College of Higher Education	36	36,000
King Alfred's College, Winchester	15	15,000
Liverpool Hope	40	40,000
University College Northampton	69	69,000
College of Ripon & York St John	22	22,000
St Mary's College	13	13,000
Southampton Institute	71	71,000
University of Surrey Roehampton	27	27,000
University College Worcester	19	19,000

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Specialist colleges	Number of Opportunity Bursaries allocated	Total Opportunity Bursaries allocation (£)
Bishop Grosseteste College	11	11,000
Institute of Cancer Research	0	0
Central School of Speech and Drama	11	11,000
Crantfield University	11	11,000
Cumbria College of Art & Design	11	11,000
Dartington College of Arts	11	11,000
Institute of Education	0	0
Falmouth College of Arts	11	11,000
Harper Adams University College	11	11,000
Homerton College, Cambridge	11	11,000
Kent Institute of Art & Design	17	17,000
University of London (Institutes and Activities)	11	11,000
London Business School	0	0
London School of Economics & Political Science	11	11,000
London School of Hygiene & Tropical Medicine	0	0
The London Institute	44	44,000
Newman College	11	11,000
Northern School of Contemporary Dance	11	11,000
Norwich School of Art & Design	11	11,000
School of Oriental and African Studies	11	11,000
School of Pharmacy	11	11,000
Ravensbourne College	11	11,000
RCN Institute	11	11,000
Rose Bruford College	11	11,000
Royal Academy of Music	11	11,000
Royal College of Art	0	0
Royal College of Music	11	11,000
Royal Northern College of Music	11	11,000
Royal Veterinary College	11	11,000
St George's Hospital Medical School	11	11,000
College of St Mark & St John	11	11,000
St Martin's College	18	18,000
The Surrey Institute of Art & Design University College	15	15,000

Specialist colleges continued	Number of Opportunity Bursaries allocated	Total Opportunity Bursaries allocation (£)
Trinity & All Saints	17	17,000
Trinity College of Music	11	11,000
Wimbledon School of Art	11	11,000
Writtle College	11	11,000
Total	6,370	6,370,000

Allocations have been revised to take account of the extension of the Excellence Challenge to Education Action Zones.

Education Action Zones

The Opportunity Bursary scheme now includes the following Education Action Zone areas, that are not located in Excellence in Cities areas phase 1 and 2.

Ashington	Herefordshire
Barnsley	Kent-Somerset Virtual
Barrow	Leigh (Wigan)
Beford	Leigh Park
Blackburn with Darwen	New Addington
Bolton	North East Derbyshire Coalfields
Bridgwater	North Gillingham
Brighton	North West Shropshire
Camborne, Pool and Redruth	Oxford
Clacton and Harwich	Peterlee
Corby	Plymouth
Coventry	Preston
Derby North East	Salford and Trafford*
Dudley	Slough
Easington and Seaham	Slough East of England Virtual
East Basildon	Southend
Ellesmere Port	Telford and Wrekin
Gloucester	Wakefield
Great Yarmouth	Wednesbury
Grimsby	Weston
Halifax	Withernsea and Southern Holderness
Hastings and St Leonards	Wolverhampton

*The zone covers schools in Salford and Trafford LEAs. Trafford is not an EiC area.

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Introduction

1. This guidance sets out the changes to the Access Bursaries and the Hardship Fund for 2001-02. It covers advice on administration of Access Bursaries, the Hardship Fund and the Fee Waiver scheme for part-time students.

2. Section 1: 'Essential Information for Administrators' contains new information, and experienced administrators may only need to refer to this. The guidance also contains a section on frequently asked questions, and a list of contacts at the Department and the Council, should administrators have any queries.

3. Access Bursaries, Fee Waivers and the Hardship Fund play a key part in helping to deliver the Government's widening access policies. A substantial new package of support will be available in 2001-02 for all students who have dependent children. This package includes the Childcare Grant, increased Dependant's Allowance, a new travel and equipment grant, and Bursaries for new and continuing students. In the light of this extra financial support, much of which is designed specifically to meet childcare costs which up to now have been one of the main areas for help from the Hardship Fund, institutions may wish to review their criteria for awarding payments from the Fund.

4. The Secretary of State attaches continuing importance to the role that he expects institutions to undertake in the effective delivery of the Government's access measures. Additional resources have already been allocated to institutions for their administration costs in 2000-01. From 2001-02, the Council will provide institutions with 2.5 per cent of the total amounts available for Access Bursaries, the Hardship Fund, the Fee Waiver fund and Opportunity Bursaries to improve the promotion and administration of the range of student support services delivered through institutions. This is in addition to the expenditure which they are already devoting to these activities. The Secretary of State also expects institutions to look to other resources available to them and to give appropriate priority to funding the sort of comprehensive service necessary to attract and support the most vulnerable students.

5. The Department plans to carry out a short Review in late summer 2001, which will follow up some of the issues identified in the 1999 Review, as part of the continuing evaluation of policies on widening access. More information will be provided later in the spring.

Funding in 2001-02

6. A total of £86,753,000 has been set aside for Access Bursaries, the Hardship Fund, the Fee Waiver Fund and Opportunity Bursaries in 2001-02.

7. This document (Part 2, page 11) contains revised allocations for Opportunity Bursaries following the decision by the Secretary of State to include Education Action Zones in the Excellence Challenge. The Department has already issued information to institutions about the extension of Opportunity Bursaries to Education Action Zones for 2001-02. Further guidance about Opportunity Bursaries will be issued by the DfEE shortly. Information on applying for Opportunity Bursaries has also been sent to Education Action Zone contacts.

8. Institutions will receive a single allocation for other Access Bursaries and the Hardship Fund. This will provide greater flexibility to manage the resources allocated as well as making the administration more straightforward. Allocations for Fee Waivers will be notified in January 2002, based on the number of Fee Waivers given in 2000-01.

9. The amount for Access Bursaries is 15 per cent of the national Access and Hardship Fund allocation. Institutions should therefore expect to spend at least 15 per cent of their own Access and Hardship Fund allocation on these Bursaries and may wish to spend significantly more.

10. The total amount of funding for 2002-03 and 2003-04 is expected to be at broadly the same levels.

Section 1 Essential information for administrators

Funding to improve administration

11. The Secretary of State attaches great importance to the effective delivery of widening access programmes and appropriate student support services at institutions, and has agreed that additional funding should be made available to improve the administration of student support funds, and the wide range of student support activities offered by institutions. These activities include:

- the assessment of applications for Bursaries and other financial help
- the payment of resources directly to students
- financial advice, budget management and debt counselling
- other advisory services
- the promotion and publicising of financial help for students.

12. *Access and Hardship Funds: good practice in higher education* provides advice from the Department on promoting and administering the Funds. In particular, it emphasises the importance of being proactive in the use of the Funds, so that the most vulnerable students know what help they will receive before they start their course, when some might otherwise decide against higher education because of financial concerns. It also stresses the importance of reaching a timely decision on awards, so that students receive help when they need it.

13. Institutions are encouraged to use some of their administration funding to ensure that the Bursaries and Hardship Fund are publicised effectively to prospective and existing students. Institutions may wish to consider organising similar publicity initiatives to those undertaken very successfully last year for the Mature Student Bursaries.

14. Institutions may wish to channel some of their administration funding through Student Union student support services where appropriate.

Support for HE students at FE colleges

15. Support from Access Bursaries, the Hardship Fund and the Fee Waiver scheme for HE students on franchised courses are the responsibility of the parent HEI, but support for other HE students at FE colleges are the responsibility of the college. Funding for these students, both for fee waivers and for help with living costs has generally been much less than for students at HE institutions, or those on franchised courses. The Department plans to provide ring-fenced funding to FE colleges for these students from 2001-02. Additional resources have been set aside and a total of £4,849,000 will be available for these students in 2001-02.

Support for students with dependent children

16. From September 2001, all students with dependent children will be eligible to apply for additional targeted support, much of which is non-discretionary. The key elements of this new package are as follows.

For student parents in receipt of dependants' allowances:

- an increase of £250 in the first child dependant's grant
- a new grant for travel and books/equipment of £500
- transitional arrangements for existing lone parent students who may choose to retain the Lone Parents' Grant or to apply for the Childcare Grant
- bursaries through the Access Fund for both new and existing students. Students with children who are eligible for a dependant's grant and who are not entitled to the Lone Parents' Grant will be able to apply for an additional Bursary of up to £500, depending on need. Existing students who decide to retain the Lone Parents' Grant can apply for a Bursary of up to £1,000.

For lone parents on low incomes, or students where the partner is also a full-time student, or is disabled and unable to help with childcare

- the Childcare Grant will cover 85 per cent of actual costs during term time and short vacations, and 70 per cent of actual costs during the long vacation up to a maximum of £150 per week eligible costs (£100 per week eligible costs if there is only one child). Only students who have accredited or registered childcare will be eligible for this grant. A definition of accredited or registered childcare is at **Annex A**.

17. The Childcare Grant, and the new travel and books/equipment grant will be fully disregarded by the DSS for benefits purposes in addition to the disregard already applicable for the student loan. Bursaries will also be disregarded if they are given to meet course-related costs.

18. The childcare and travel and books/equipment grants will be administered through local education authorities (LEAs) and paid to students by the Student Loans Company. An additional £15 million has been set aside following the Spending Review to help fund this new package.

Bursaries in 2001-02

19. There will be 4 categories for support from Bursaries in 2001-02:

- continuing students who choose to retain the Lone Parents' Grant
- new and continuing students with dependent children
- Opportunity Bursaries for young disadvantaged students
- Bursaries for students not receiving any of the above.

Bursaries for continuing students who decide to retain Lone Parents' Grant in 2001-02

20. In 2000-01, Bursaries of up to £1,000 were available through the Access Bursary Fund for mature students over 25 with dependent children, especially lone parents, to help with childcare and other course-related costs. These Bursaries are now an element of the transitional arrangements in 2001-02 for continuing students who opt to retain the Lone Parents' Grant. Continuing lone parent students who receive the Lone Parents' Grant in 2001-02 will be eligible to receive a Bursary of up to £1,000 regardless of whether they received such a Bursary in 2000-01. The Bursaries will no longer depend on the age of the student. They may also, exceptionally, be given to students who received one of these Bursaries in 2000-01 but who do not have dependent children, as these students will not be eligible for any of the new package. Where continuing student parents are not lone parents, they will be better off under the new package whether or not they qualify for the Childcare Grant.

21. The Bursary is intended to help with childcare and other course-related costs. Unless their circumstances have changed, continuing students who receive one of these Bursaries should be awarded the same level of support that they received in 2000-01. Where institutions used some of their Hardship Fund allocation to provide Bursaries of more than £1,000 in 2000-01, they can do so again in 2001-02. Institutions should advise continuing students to apply through their LEA so that they can determine whether they are eligible for the Childcare Grant or whether they wish to retain the Lone Parents' Grant and therefore the level of Bursary that may be available.

New Access Bursaries for students with dependent children

22. The Department has provided for Access Bursaries of up to £500 for students with children who are receiving the dependants' grant, and who do not receive the Lone Parents' Grant. To qualify for these Bursaries, students must either be (i) in their first year of full-time study or (ii) in their second or subsequent year of full-time study but not in receipt of either a Lone Parents' Grant or the £1,000 Bursary for continuing students referred to in paragraphs 20 and 21. The funding which the Department has provided enables institutions to offer a Bursary of up to £500 to every student parent in one of the above categories who is in receipt of a dependants' grant. However, institutions may choose to give a higher Bursary if they judge this is appropriate and institutions have discretion to judge students' individual needs in deciding how much Bursary to give.

23. These Bursaries are intended to meet childcare where the Childcare Grant does not cover all such costs; and specific child-related or course-related costs. For example, some student parents will use informal childcare, and will not qualify for the Childcare Grant. Others will have little or no childcare costs, for example, if their children are older, but have other child-related or course-related expenses. Others may receive substantial help from the Childcare Grant, but need further help to meet all their childcare costs. The Bursaries can also be used to pay for course-related costs, such as books or travel not met by the books/equipment or travel grants, or for educational expenses for their children, such as school uniform, sports kit or equipment, or school trips. They may also be used for other child-related expenses if provided as a single payment.

24. Institutions are encouraged to offer students an Access Bursary before they start the course, or in the case of continuing students, before the start of the next academic year. In the case of continuing students, such an offer may be critical in helping them to decide whether to opt for the new or transitional arrangements, and in the case of new students, may influence their decision to begin the

course. For continuing students, any offer should be on the basis that the student will not receive the Lone Parents' Grant. Institutions may also find it helpful to ask the student how much they estimate they might receive from the Childcare Grant.

Other Bursaries

25. In addition to the two categories of Bursary explained above, institutions continue to have discretion to award other Bursaries. There is no longer a limit on the amount that institutions can spend on these additional Bursaries. Institutions might consider using this flexibility to offer Bursaries to students from disadvantaged backgrounds who are not eligible for an Opportunity Bursary.

Payment of Bursaries to continuing and new students

26. Students should not be paid until they are in attendance on the course. Institutions can pay students in instalments or in a lump sum. The Bursary can also be paid to a third party.

27. In most cases, we expect continuing students to be able to determine whether they will be eligible for the Childcare Grant and therefore whether they will wish to retain their Lone Parents' Grant instead. In cases where there is doubt over whether a student will be eligible for the Lone Parents' Grant, institutions may wish to consider offering a Bursary of £500, with the balance to be paid once it is clear that the student will not be eligible for the Childcare Grant.

Treatment of Bursaries by the DSS

28. Any Bursaries will be disregarded by the DSS for benefits purposes as long as they are not for general living costs. It will help students who have received a Bursary in claiming benefits if they are given a document to present to their local Benefits Agency. The suggested form of words is at Annex B.

Eligibility of students from Wales, Northern Ireland and Scotland

29. Students from Wales, Northern Ireland or Scotland are eligible to apply for Bursaries or for help from the Hardship Fund. Institutions should take into account any support the student is receiving from their country of domicile. Statutory support in Scotland differs from that in the rest of the UK. Where institutions have a query about the support a Scottish student is receiving, or entitled to receive, they are advised to ring the Student Awards Agency for Scotland helpline on 0131 476 8212.

Priority for help from the Hardship Fund

30. Student parents, especially lone parents, remain a priority for support. Institutions may wish to consider setting aside a proportion of their allocation of funds to ensure they can meet applications for Bursaries from such students. Institutions should ensure that they are also able to meet the needs of other vulnerable students from the Hardship Fund. Students who began their courses in 2000-01, or earlier, may need more help than those who begin courses in 2001-02. Other priorities should be:

- mature students with other financial commitments
- disabled students
- final year students
- care leavers over the age of 24 who do not have their accommodation provided by the Local Authority following the introduction of the Care Leavers Act from October 2001.

Other changes for 2001-02

Help for students who are not able to attend the course

31. In certain circumstances, students may still receive help from the Hardship Fund or through a Bursary if they have stopped attending their course. Section 2 sets out the current advice on helping such students.

Help with the costs of diagnostic tests for disabled students

32. Disabled students, especially those with dyslexia, may have difficulty meeting the cost of the diagnostic test which they need to undertake when applying for a Disabled Students Allowance. The cost cannot be provided by the DSA, even retrospectively, for legal reasons. Assistance in meeting the cost of the test, and associated costs such as travel to and from the assessment centre, may be provided through the Hardship Fund. Institutions are asked to note that it is not necessary for students to have applied for a Hardship Loan before receiving help to pay for a diagnostic test.

Changes to eligibility for fee waivers

33. The annual net income threshold which applies to tax credit recipients has increased to £11,543.

34. Where a student is in receipt of Incapacity Benefit, Severe Disablement Allowance or Disability Living Allowance and their sole income is from welfare benefits, they are eligible for a fee waiver. These disability benefits are not means-tested, and students who are eligible for them may have income from other sources. Receipt of these benefits does not therefore automatically entitle the student to receive a fee waiver.

35. A few part-time students may be on the New Deal programme and in receipt of allowances. These students do not receive Job Seeker's Allowance (JSA), but part of their allowance includes Income Support, and they are therefore eligible for a fee waiver.

Purpose and scope

Purpose

1. The Hardship Fund provides financial help to students who face difficulty in meeting their living costs, or course costs, whether it is due to their personal circumstances (for example, student parents or disabled students) or because they fall into hardship unexpectedly.

Eligibility

2. Institutions can use the Hardship Fund to help home students in one of the following categories:

- undergraduate students, either full-time or part-time, following a higher education course – including sandwich courses and any periods of placement and foundation degrees
- postgraduate students, either full or part-time, following a course of higher education at a level above first degree
- further education students, either full or part-time, who are aged 16 or over and are following a course of further education, including sandwich courses and any periods of placement.

3. A home student is defined as one who meets certain conditions that also apply to eligibility for a student loan. Full details on eligibility and residency rules are at Annex C.

Part-time students

4. To qualify for help, a part-time student must be studying at least 50 per cent of a full-time course. An exception to this limit can be made in the case of disabled students whose disability prevents them from studying at least 50 per cent of a full-time course. These students are not eligible for a Disabled Students Allowance (DSA) and may need some additional support. These students must be studying for at least 25 per cent of a full-time course in order to be eligible for payment from the Hardship Fund.

NHS Bursary holders

5. Students who receive a means-tested NHS Bursary are eligible to apply for help from the Hardship Fund (but will not be eligible for the new Access Bursaries as they are not eligible for the new package of support for student parents). Students

who receive an NHS Bursary which is not means-tested are not eligible.

Teacher trainees

6. Students on initial teacher training courses must have applied for help from the Secondary Shortage Subject Scheme, if eligible, before applying for the Hardship Fund. Postgraduates (PGCE) trainees eligible for the training salaries announced on 30 March 2000 should expect to have these taken into account when making an application for help from the Hardship Fund (including Bursaries). There may, exceptionally, be a few students on flexible PGCE courses who are in financial hardship. They are eligible to apply for the Hardship Fund and in cases where the student is also eligible for student support, either a continuing or a new Bursary. Institutions should take into account any other income the student receives, such as their training salary or a student loan, and must ensure that their support from the Hardship Fund only covers the period that the student is on the course.

Dance and Drama Award students

7. Students in receipt of a Dance and Drama Award for a higher education course, and who meet the residency requirements, are eligible for the Hardship Fund, via their connected higher education institution. Their numbers have been taken into account in allocating funding to the connected institution. Institutions should ensure that Dance and Drama Award students are aware of the Hardship Fund and know where to apply for help. A list of connected institutions is at Annex D.

Treatment of student loans

Full-time students

Main student loan

8. A full-time student must have taken out a student loan, if eligible, and applied for the full amount to which they are entitled, before receiving help from the Hardship Fund. The only exception to this rule will be emergency payments to students at the beginning of term. Institutions should contact the Student Loans Company if they are unsure whether a student has taken out their maximum entitlement.

Hardship Loan

9. The Department is currently reviewing the criteria for the Hardship Loan scheme, including which students should be expected to take out a Hardship Loan before receiving help from the Hardship Fund. Institutions should refer to the Hardship Loan Guidance for 2001-02, which will be issued in June 2001, for further advice. The Department will issue a Student Support Information Note in spring 2001 with details of the changes.

Part-time students

10. Part-time students who are eligible for a loan but have chosen not to apply for one, should not receive help from the Hardship Fund. Where part-time students have applied, or are intending to apply for their loan during the first term, they may be given help from the Hardship Fund, but any subsequent payments or instalments of payments should only be made after the student has confirmed their application or received their loan. Institutions should take into account the £500 they expect to receive from the loan when assessing the students' income. Part-time students who are not eligible for the part-time loan may still apply to the Hardship Fund, although institutions will want to look carefully at their need, given that their income is too high to receive a loan.

Students on benefit in the second and subsequent year of their course

11. First year students who have not yet registered with their institution will still be able to claim any income-related benefit to which they are entitled until they commence their course. For continuing students, however, the DSS takes the student loan into account from the first benefit week in September to last benefit week in June inclusive. These students may find themselves with insufficient support during the period from the first benefit week in September until they receive their loan cheque, and may need help from the Hardship Fund. Institutions may wish to set aside some funds which they can carry forward into the new academic year in order to ensure they have sufficient resources to help these and other students

who may need help during the summer vacation period. Institutions should note that students on benefit will not have their benefit payment reduced during the long vacation, usually from 30 June to 1 September, because their student loan will already have been treated as income over the 'period payable'.

Short-term loans to students who have not received their loan cheques

12. We expect there to be very few students who will not have received their loan cheque at the start of the academic year, but there may be some who make a late decision to enter higher education, and who therefore do not apply for support in time to receive their cheque early in the term. Where students in this position are going to be in hardship, the Secretary of State asks institutions to help them with a payment from the Hardship Fund. This should be in the form of a short-term loan. Institutions only need to help with students' immediate needs over a few days or weeks, and only if the student has no other resources, such as parental support or summer job savings. Institutions should make every effort to recover these loans, unless they have been converted to a grant payment because of the student's general circumstances. More detailed guidance is at Annex E.

Students on franchised courses at FE colleges

13. Institutions are reminded that students who undertake a franchised course at an FE college, or who are on a course provided jointly by an HE and an FE institution, remain the responsibility of the 'parent' HEI. Students on franchised or partnership courses should be able to apply for help from the Hardship Fund just as easily as those at the parent HEI, and wherever possible, through the college they are attending. HEIs should consider setting aside an appropriate proportion of their Hardship Fund for students on these courses for the FE college to administer. Institutions should also ensure that students at distant campuses are able to apply for the Hardship Fund, and wherever possible, that they can do so at the campus they attend.

Sick students and other students who are unable to attend their course

14. Students may still receive help from student support funds if they have stopped attending their course in certain circumstances.

- **Full-time undergraduates**

In the case of full-time undergraduates, the Student Support Regulations allow for an automatic disregard of absence for 60 days, if the student is ill. A student is entitled to receive any instalment of student loan and other allowances during this period. Where a student is not attending for other reasons, such as bereavement or illness, continuation of loan instalments and other allowances is at the discretion of the LEA. Institutions may make payments from the Hardship Fund during this period where the LEA continues to support the student. If the HEI has notified the LEA that the student has withdrawn from the course, and ceases to support the student, institutions should not make payments from the Hardship Fund.

At the end of the 60 days, LEAs have discretion to continue to support students. Institutions also have discretion to provide help through the Hardship Fund in these circumstances, provided they are satisfied that a student has not abandoned, withdrawn from or been expelled from the course and that the student intends to return to the course. They should take into account any financial support the student is receiving.

- **Other students**

Institutions have discretion to make payments to other students from the Hardship Fund if they are not attending their course for reason of illness, caring responsibility or some other reason. The institution must be satisfied that the student has not abandoned, withdrawn from or been expelled from the course, and that the student is intending to return to the course. Institutions should take into account any DSS benefit or other financial support which the student is receiving. Postgraduate students who are not attending because they

are writing up their thesis may receive help from the Hardship Fund at the institution's discretion.

When and how payments from the Hardship Fund should be made

15. Hardship Funds, like Bursaries, can be agreed in principle prior to the start of the academic year. This is particularly helpful for financially vulnerable students, such as those on low incomes with children. Payment cannot be made until the student has started the course. The Hardship Fund should not normally be used to make very small payments; we recommend a minimum level of £100. Very large payments reduce the money available to other students. We recommend that the maximum a student should receive from the Hardship Fund should be £3,500, except in cases where a student has been awarded a new or continuing Access Bursary, where we recommend a total award from the combined funds of £4,500. Payments can be made directly to a student, or to a third party with the student's permission. Help can also be given indirectly through the provision of items (such as a PC) or through a short-term loan.

How payments from the Hardship Fund will be treated by the DSS

16. Any payment from the Hardship Fund which is for course-related costs, such as childcare will be disregarded by the DSS for benefits purposes. Any payment which is a 'one-off', such as paying an electricity bill, will be disregarded provided the student's capital holding does not exceed £3,000. Where Hardship Fund payments are for everyday living costs such as rent, food, utilities or clothing, and are not paid as a 'one-off' they will be taken into account for benefits purposes with a £20 a week disregard. This £20 disregard will include the student loan if applicable. It will help students who have received a payment from the Hardship Fund in claiming benefits if they are given a document to present to their local Benefits Agency. The suggested form of words is at Annex B.

Section 3 **Guidance on Fee Waivers for part-time students**

Introduction

1. The fee waiver scheme for part-time students was introduced in 1998-99 for students who lost their jobs after starting their course. The scheme was expanded in 1999-2000 for students on certain benefits or tax credit recipients on low incomes. The eligibility criteria for the fee waiver scheme in 2001-02 are broadly the same as in 2000-01.

Eligibility

2. Home or EU students (see Annex C for a definition of a home student) undertaking a part-time undergraduate course which is equivalent to at least 50 per cent of a full-time course are eligible for fee waivers, depending on their circumstances. An EU student is one who is a national of a member State of the European Community or a child of such a person who has been ordinarily resident in the European Economic Area (EEA) throughout the three year period preceding the first day of his or her course, excluding any periods wholly or mainly for the purpose of receiving full-time education.

3. When deciding whether a course is 50 per cent FTE or not, institutions should consider how long it would take to achieve the relevant qualification if the course were taken full time. If the part-time course would take more than twice as long to complete as a full-time course, it is unlikely that a student on that course would qualify for a fee waiver. It can be difficult to assess this 50 per cent rule where no full-time equivalent course exists. In these cases, institutions may find it useful to compare the length of study to a more measurable course, perhaps in another institution if appropriate.

Previous study

4. Students are not eligible for a fee waiver if they already have a degree qualification, except where they have lost their job since starting their course. Where students have undertaken higher education study, but did not complete their degree (or other qualification) they are still eligible. Students who have a sub-degree HE qualification which they want to top up to degree level are also eligible.

NHS Bursary holders

5. Part-time students with both means-tested and non means-tested NHS Bursaries have their fees paid by the NHS, and therefore do not qualify for a DfEE fee waiver.

Students who lose their job

6. Students who have been in employment of at least 20 hours a week for at least six months, and who lose their job through no fault of their own after starting their course, can have their fees waived. If they regain employment later in the academic year, they will not have to pay any fees until the start of the next academic year (depending on their circumstances). A student is eligible for consideration at any stage during the academic year in which the student loses their job.

Students on benefits or low incomes

7. A student in receipt of any of the following benefits is eligible for a fee-waiver:

- Housing Benefit
- Income Support
- Council Tax Benefit
- income-related Job Seeker's Allowance
- Working Families' Tax Credit / Disabled Person's Tax Credit (see paragraph 8).

N.B. A few students may be on the New Deal allowance. These students do not receive JSA, but part of their allowance includes Income Support, and they are therefore eligible for a fee waiver.

8. Tax credit recipients on low incomes are also eligible for a fee waiver. The income threshold is the same as that for free prescriptions, i.e. a net income of less than £11,543. Tax credit recipients whose income is below the threshold will have received an award notice certifying that they are eligible for free prescriptions. These students are eligible for a fee waiver. Those whose income is above that threshold will not be eligible.

Students who receive disability benefits

9. Where a student receives Incapacity Benefit, Severe Disablement Allowance or Disability Living Allowance, and their sole income is from welfare benefits, they are eligible for a fee waiver. These disability benefits are not means-tested, but students who receive them may still be on a low income, but may not receive Income Support or other means-tested benefits. Fee waivers should not be given to students who have income from sources other than welfare benefits.

Part-time loans

10. Eligibility for the fee waiver does not depend on the student taking out their £500 loan. Please note however that part-time students who are eligible for a loan, but choose not to apply, are not eligible for help from the Hardship Fund.

Assessing students for the fee waiver

11. Institutions should assess students for fee waivers. FEAs will assess applications for part-time loans separately. HEIs will not need to undertake complicated means-testing. The student's local Benefits Agency office or Local Authority should be able to provide proof of receipt of benefits.

Section 4 Financial conditions and auditing requirements

- I. Institutions must observe the following:
 - a. The funds must only be used for the purposes specified in this guidance.
 - b. The funds must only be made available to eligible students as specified in this guidance.
 - c. Any interest gained on the fund must be
 - i. paid to students as part of the normal allocation of the resources available
 - ii. used to pay for the training of staff in the administration of the funds or in advising students on money matters (finance or debt counselling) or **additional** staffing costs
 - iii. used to defray audit costs
 - iv. used for publicising the funds.
2. Each institution's auditors are required to certify that all student support funds (including funds for fee waivers for part-time students) and any interest earned on them, have been applied in accordance with the terms and conditions of the grant and this guidance. This can be done by accounting for both funds within the main audited accounts which institutions send to the Council by 31 December each year. The funds should be treated as a balance sheet item, not as income. Institutions must show in the note to their audited accounts how the funds were used in the previous academic year, giving receipts, payments and closing balance. Institutions must identify in their monitoring returns any interest accrued on the balance of these funds.

Section 5 Frequently asked questions

Access Bursaries

Are the Bursaries only for mature students?

No. Age is not a consideration – it is whether the student has dependent children that matters.

These Bursaries are for 'up to £500'. Can't we give more?

Yes. We have provided specific funding so that every student parent in receipt of a dependant's grant can be considered for a Bursary. It is for institutions to assess individual need. They can give less, or more, than £500. The maximum a student can receive from the combined Hardship and Bursary Funds is £4,500.

Can a student receive an Access Bursary if they are also receiving the Childcare Grant?

Yes, if they are eligible.

Must a student receive the Childcare Grant in order to have an Access Bursary?

No. The student must be in receipt of a dependant's allowance, and must not be in receipt of the Lone Parents' Grant. Students with informal childcare, for example, will not be able to receive the Childcare Grant, but may be eligible for the other elements of the new package including the Access Bursary.

Continuing Bursaries

Can institutions give out new Bursaries?

Yes. If a student is receiving the Lone Parents' Grant in 2001-02, they can have one of these Bursaries, even if they did not have one last year.

Can new students have these Bursaries?

No. These Bursaries are only available to continuing students under the transitional arrangements.

Can a student receive both a continuing Bursary and a new Access Bursary?

No. The two Bursary schemes are mutually exclusive. Continuing Bursaries are for students under the transitional arrangements, who opt for

the Lone Parents' Grant. The Access Bursaries are for students under the new package of support. But if an institution is concerned that the amount of Bursary is not enough for an individual student, it can offer a larger Bursary if it wishes to.

Are these Bursaries for mature students only?

No. Age is not a consideration. Any student who opts to retain the Lone Parents' Grant can receive a Continuing Bursary, regardless of age and regardless of whether they had a Mature Students Bursary in 2000-01.

Hardship Funds

Are NHS students eligible for the Hardship Fund?

Yes, if they are eligible for a means-tested NHS Bursary. If they receive a non-means-tested NHS Bursary, they are not eligible for the Hardship Fund.

Some Muslim students will not take out a loan because they believe it is against their religion. Are they eligible for the Hardship Fund?

Students must take out their student loan, if they are eligible for one, in order to be eligible for the Hardship Fund. Institutions may find it helpful to explain that the interest rate attached to student loans merely repays the loan in real terms, and is tied, by primary legislation, to the rate of inflation. It is not interest in the commercial sense of the word, and no profit is made from the interest paid by borrowers.

Can the Hardship Fund be used to help a student whose parents refuse to make their contribution to his or her living costs?

The Hardship Fund should not be used simply to make good a lack of parental contribution as a matter of course. The fund is intended to help students in hardship, and on that basis an institution may help any eligible student in need. It is important to emphasise, however, that institutions should treat such cases carefully, and that it is made clear that no student has an automatic right to a

payment from the Hardship Fund where the parental contribution is lacking. Institutions must check that the student has applied for the maximum loan they are entitled to. Where a student's parents have refused to complete a financial assessment form and the student has therefore only been able to take out the non means-tested element of the loan, this does not make them ineligible for the Hardship Fund.

How do institutions decide if a student's course is 50 per cent FTE where there is no full-time equivalent course to compare it to?

The Department cannot provide a ruling on this. As a guide, institutions should consider how long it would take to achieve the relevant qualification if the course were taken full time. If the part-time course would take more than twice as long to complete as a full-time course, it is unlikely that a student on the course would be eligible for help from the Hardship Fund.

Can the Hardship Fund be used to pay arrears on student loans, where the student has defaulted?

No. However, if a student is in hardship as a result of not being able to receive a student loan, that student would be able to apply for help in meeting their living costs.

Can students apply more than once during an academic year for help from the Hardship Fund?

Yes. Students' circumstances can change in the course of a year, and there should not be any set limit on the number of times a student can apply for help from the fund.

Can the Hardship Fund be used to pay for communal activities such as a minibus to transport disabled students?

No. The Hardship Fund cannot be used to pay for capital expenditure over £2,500 and should only be used in accordance with the conditions set out in Section 3.

Where can I get further advice on how to administer Access and Bursary Funds?

The Department has published 'Access and

Hardship Funds: Good Practice in Higher Education'. Copies can be obtained by ringing 0800 731 9133. If institutions would like further advice or clarification, please ring one of the contact names listed at the beginning of the publication.

We gave Hardship Funds last year to a student who we later found out was ineligible. As it wasn't the student's fault, can we continue to support the student this year?

Payments from the Hardship Fund should not be given to ineligible students, even where previous payments were made as a result of a mistake or misunderstanding.

Can a student have help from the Hardship Fund even if they have already had an Opportunity Bursary?

Yes, if the institution considers that they need additional financial support.

Fee Waivers

Are EU students eligible to apply for fee waivers?

Yes. In order to be eligible, an EU student must have been living in the European Economic Area (EEA) for the last three years prior to the first day of their course, excluding any periods wholly or mainly for the purpose of receiving full-time education. They must also meet the specific qualifying criteria.

What other help is available to part-time students?

Loans of £500 are available to students on low incomes and on certain benefits. Students should contact their LEA to apply for these loans.

In addition to the student loan of £500, part-time students whose course is equivalent to 50 per cent or more of a full-time course are also eligible to apply for the Disabled Students Allowance. Part-time students are eligible for help from the Hardship Fund, provided their course is 50 per cent FTE, and in the case of students unable to attend a 50 per cent FTE course because of their disability, they may apply for help from the Hardship Fund if their course is 25 per cent FTE.

Annex A Definition of registered and accredited childcare

Day care settings that cater for children under the age of 8 and which operate for 2 hours or more per day and more than 5 days per year are required to register with and be inspected annually by local authority social services under the Children Act 1989. Please note that from September 2001 day care providers will need to register with OFSTED's new Early Years Directorate instead. If students are unsure whether the day care for their children is registered or not, they should check with the **Children's Information Service of the Local Authority** in which the day care is situated. Because the Children Act only covers children under the age of 8, day care providers which only provide for children aged 8 and above are not required to register but can be accredited.

At time of publication, three organisations' quality assurance schemes have been accredited. These are Kids Club Network, Northumberland Out of School Initiative and Somerset and Torbay Early Years and Childcare Team.

The following are types of day care which require registration:

Day nurseries: these look after under 5s for the length of the adult working day. They may be run by social services departments, voluntary organisations, community groups, private companies, employers or individuals, or a combination of any of these on a partnership basis.

Creches: these are similar to day nurseries

Playgroups/pre-schools: these usually provide education and care for children aged 3-6, although some take children aged 2½. Sessions last no longer than 4 hours.

Extended day playgroups: these provide for children for more than 4 hours a day.

Private nursery school: these deal almost exclusively with children under 5, and differ from a private day nursery in a number of respects, for example children are under the oversight of a qualified teacher.

Out of school clubs: these care for school age children in the absence of the parents or carers from the end of the school day until the parent can collect the child, or sometimes before school starts. They are not open access.

Open Access Schemes and Adventure Playgrounds: these provide open access play facilities for children of all ages but are normally attended by children of school age. There will be some supervision. They will be open all day in the holidays and at half term.

Registered childminders: these look after children under 5 (and school aged children outside school hours and during holidays) in domestic premises. Parents and childminders negotiate the terms and conditions.

Early Excellence Centres: this is a unique pilot programme which offers integrated early education from 0-5 years old, childcare, health and family services for children and families.

Further information about childcare can be obtained from your local authority or from www.childcarelink.gov.uk.

Annex B **Form of words for students to give their Benefits Office**

[Name of student] has received a payment of [£ amount] from the Hardship Fund/Access Bursary Fund provided by the Government.

Delete as appropriate:

- (i) It is a single payment.
- (ii) It is part of a series of [number] payments which will be made during the period [enter period].
- (ii) The payment is a short-term loan which is repayable when the student receives the first instalment of the student loan.

To the best of my knowledge the student has not applied for this payment to meet everyday living costs.

.....(Signed)

on behalf of [stamp or other identification of institution]

Annex C Residency requirements

1. In order to be eligible for a grant from the Hardship or Access Bursary fund, the student must fall within a category mentioned in Schedule 1 to the Education (Student Support) Regulations 2000 (SI 2000/1121) or the equivalent categories in the Education (Student Loans) (Scotland) Regulations 1999 or the Education (Student Support) (Northern Ireland) Regulations 1999. This is the case unless the student holds an LEA discretionary award under section 1(6) of the Education Act 1962 awarded prior to 1994-95, and subject to special rules for European nationals and assistance with fees. The following is only a summary of the categories, and the Schedule should be referred to for a definitive list. The wording in this annex follows that of the relevant legislation, where appropriate.

2. Taking first of all the most straightforward type of case, a student will meet the requirements if:

- on the first day of his course, if it is on or after 1 August 1997, he is settled in the United Kingdom or Islands within the meaning of the Immigration Act 1971, and
- for the three years preceding that date he has been ordinarily resident in the UK or Islands wholly or mainly for purposes other than receiving full-time education.

3. In applying these rules, institutions will need to take account of the following:

- a. A student will be settled in the UK if he is ordinarily resident and is not subject under immigration law to any restriction on the length of his stay.
- b. A person is not subject to any restriction on the length of his stay in the UK if he is a British citizen or if his passport has been stamped to the effect that the holder has an indefinite right of residence in the UK.
- c. Evidence of British citizenship is a UK passport stating that the holder is a British citizen, or a UK birth certificate, coupled with evidence of identity.
- d. A student who has lived outside the UK and Islands during all or part of the three year period mentioned above because he or his family were temporarily employed abroad may be treated as

if his ordinary residence had not been interrupted.

- e. A student who lived in the UK and Islands during the three year period mentioned above but who would not have done so if he had not been attending a full-time course would not meet the above requirements.

Students from the Channel Islands and the Isle of Man

4. Students who move from the Channel Islands or the Isle of Man for the purposes of attending the course (or a previous course if they did not take a break between the two courses, disregarding the intervening vacation) are not eligible for help from the Hardship or Access Bursary Funds.

Settled status

5. The requirement for settlement within the UK within the meaning of the Immigration Act 1971 is new, and only applies in relation to students starting courses on or after 1 August 1997.

6. In certain circumstances, outlined below, students can meet the residence requirements even though they do not meet the three year and settled status rules. Further guidance on ordinary residence is given in paragraphs 14 and 15 below.

Refugees and those granted exceptional leave to remain

7. The residence conditions do not apply to a student who has been granted refugee status in the UK, or whose parent (including step-parent) or spouse has been granted that status. Such a student is eligible to receive help from the Hardship or Access Bursary Funds as soon as refugee status has been granted. However, only those pre-existing family members (the spouse and/or minor children) who were dependant on the applicant at the time the application for asylum was made, and who were included on that application, can be considered to meet the requirement to be classed as the spouse or child of a refugee for student support purposes. Students who have been granted exceptional leave to remain are not eligible until they have satisfied the three year ordinary residence rule mentioned above, although they are not required to satisfy the requirements of settled status.

Students granted indefinite leave to remain

8. In order to clear a backlog of applications, the Home Office has decided that where a person applied for asylum before 1 July 1993, it can give that person indefinite leave to remain. Normally, students must be granted indefinite leave to remain before they start their course in order to be eligible for student support, but the rules have changed this year. Students who applied for asylum before 1 July 1993, and who have been granted indefinite leave to remain as part of the Home Office's backlog clearance, are eligible for the Hardship Fund after indefinite leave has been granted, even if this is after they have started their course. They must, however, still have satisfied the three year ordinary residence requirement before the start of the course. Students should have a letter from the Home Office which makes it clear that the indefinite leave to remain was awarded because they were an asylum seeker who applied for asylum before 1 July 1993, and that the indefinite leave was granted exceptionally outside the Home Office rules.

EEA migrant workers

9. European Economic Area nationals employed in the UK, including UK nationals, their spouses and their children, who do not pass the three year ordinary residence test will meet the residence requirements provided that:

- (i) the EEA national has 'migrant worker status' through having been employed in the UK (not necessarily continuously) since he last entered the UK (brief absences abroad, for example on holiday, should be disregarded). In the case of a UK national, this will be having moved to the UK after a period of employment elsewhere in the EEA. An EEA national who has come to the UK for the purposes of seeking work but is not able to obtain employment immediately may be considered as a migrant worker for a period of up to six months if he/she is actively seeking work;
- (ii) where the student is the spouse or child of the EEA national with migrant worker status, the student is ordinarily resident in the UK as a

result of the migrant worker's employment in the UK; and

- (iii) the student has been ordinarily resident in the EEA (the European Community, Iceland, Liechtenstein and Norway) throughout the period covered by the three year rule, and has not during any part of that period been so resident wholly or mainly for the purpose of receiving full-time education.

Other European nationals

10. Other EU nationals are entitled to assistance with tuition fees on the same basis as home students provided that they have been ordinarily resident in the EEA throughout the three year period immediately preceding the first day of the first academic year of the course. However, they are not normally eligible for living cost support.

11. To be eligible for living cost support, EU nationals or their children who are not migrant workers, or the spouse or child of a migrant worker, must be able to show that they been ordinarily resident in the UK and Islands throughout the relevant three year period and also that they have settled status in the UK. Under EC law nationals of EEA member states (including EU nationals) are granted the right to live and work in the UK. This is called a right of residence. EEA nationals have a right of residence providing they are working in the UK or they are not economically active but do have sufficient funds to finance their stay without claiming public funds.

12. EEA nationals do not automatically have settled status in the UK. This is something they may apply for if they wish to do so. It is not compulsory in terms of immigration status and they may stay in the UK for as long as they want so long as they meet the requirements above. Application may be made to the Home Office for permission to remain indefinitely in the UK if:

- the applicant has held a residence permit for 5 years; and
- still has a right of residence in the UK; and

- has been working in the UK, or been financially self-supporting for at least 4 years and is still doing this.

Permission to remain indefinitely will not normally be granted to a student.

Members of the armed forces: their spouses and children

13. We have changed the residency requirements so that spouses and children of members of the armed forces can normally meet them even if they have been abroad for the last three years. From 2000-01 onwards, members of the armed forces (that is, regular military and air forces and the Royal Navy) are treated as being temporarily employed for any period during which they serve outside the UK as members of these forces. This means that their spouses and children are classed as being 'ordinarily resident' in the UK for the purposes of eligibility for Access Bursary and Hardship Funds. This does not apply to armed forces personnel who are not engaged on active service, as teachers and other support staff, as they are not under the same degree of compulsion to work abroad; neither does it apply to reservists. It also only applies to students who started in 1998 or later (unless they are taking an 'end-on' course, or unless they fell within the gap year provisions in 1998).

Definition of ordinary residence

14. Interpretation of 'ordinary residence' is, in the last resort, a matter for the courts. A judgement by the House of Lords in 1982 clarified the law (*Shah v Barnet London Borough Council*, reported in [1983] 2 WLR 16). It held that ordinary residence is habitual and normal residence from choice for a settled purpose apart from temporary or occasional absences. The Department can offer advice in such cases but is not able to provide definitive rulings.

15. Temporary or occasional absences from the UK do not break ordinary residence. For example, trips abroad on holiday or for business would not normally break ordinary residence. As the courts have not defined 'temporary or occasional', each case must be judged on its own facts. Institutions should not apply universal rules of thumb or specified periods of time to decide what constitutes a temporary or occasional absence. Further, for

these purposes, absences abroad because the student, his spouse or his parent was temporarily employed abroad will not be considered to break ordinary residence in the UK even though the absence would not otherwise be regarded as temporary or occasional.

16. Institutions should note that an applicant's immigration status may readily be established or verified by reference to the stamp or stamps in his passport or travelling document. If an applicant's case is currently under consideration by the Home Office he should be able to produce documentary evidence of this consideration.

17. If an applicant's immigration status is not clear, institutions can contact the Immigration Status Enquiry Unit (ISEU) at the Home Office which deals with all enquiries about known asylum seekers. Addresses for these are given in paragraph 20 below.

Documents

18. In some cases, institutions may require documentation from a student to verify eligibility, but the necessary documents will be with the LEA. Institutions should contact the LEA when this occurs to verify that they hold the documents and that the information provided by the student is correct.

Further advice

19. The information above is a summary of the principal points likely to be of relevance to institutions. More detailed information is available in the DfEE publication 'Notes for Guidance' which can be obtained from:

Student Support Division
Further and Higher Education and Youth
Training Directorate
Department for Education and Employment
Room 215
Mowden Hall
DARLINGTON
Co Durham
DL3 9BG
tel 01325 392822

20. The Home Office enquiry points given below operate independently and if advice from both is

required it will be necessary to write to both separately.

Immigration Status Enquiry Unit
3rd Floor
Apollo House
Wellesley Road
CROYDON
Surrey
CR9 2BY
tel 020 8760 8686

Asylum Screening Unit
2nd Floor
Lunar House
Wellesley Road
CROYDON
Surrey
CR9 2BY

Annex D **Dance and Drama Awards: connected institutions**

Private institution	Connected HEI
Bristol Old Vic Theatre School	University of the West of England
Birmingham School of Speech & Drama	University of Central England
Bird College – Dance & Theatre Performance	University of Greenwich
Guildford School of Acting	University of Surrey
Italia Conti Academy of Theatre Arts Ltd	South Bank University
Laban Centre London	City University
London Contemporary Dance School	University of Kent at Canterbury
London Studio Centre	Middlesex University
Mountview Conservatoire for the Performing Arts	Middlesex University
Royal Academy of Dancing	University of Durham

Annex E Advice on issuing short-term loans from the Hardship Fund

1. Institutions will need to make some checks before making a Hardship Fund payment to students needing a short-term loan. A suggested checklist is below:

- full name, contact address, telephone number and proof of identity
- the student is registered or enrolled on a designated course
- the student has applied for a loan (or at least requested an application form from the LEA)
- if the student has changed course since the original application, that he has informed the LEA
- basic eligibility (see below).

2. If these checks suggest a payment should be made, the student should be asked to sign a declaration of eligibility, if their eligibility as a home student has not already been established by the LEA. Some wording is suggested here.

'I, [name of student] hereby certify that to the best of my knowledge I fulfil the following criteria:

There are no restrictions on my stay and I am therefore 'settled' within the UK (as defined in the Immigration Act 1971). [Anyone with full refugee status or with exceptional leave to remain or enter the UK meets this requirement.]

I have been ordinarily resident within the UK or Islands for three years immediately before the start of my course. [Students with full refugee status do not need to meet this requirement, and LEA migrant workers (or their spouses/children) must have been resident within the European Economic Area, rather than the UK and Islands.]

None of this time was wholly or mainly for the purposes of receiving full-time education.'

3. If a student gives inconsistent information, or if the institution is aware of contradictory evidence, it should not make a payment. In these circumstances, the student could be asked to return later, to allow time for further checks to be made, for example with the LEA. Where necessary, institutions could

make a very small payment to tide such students over until the date of the next interview.

4. Institutions should also ask the student to sign a declaration that they will repay the loan. Some recommended wording is below. This gives institutions the flexibility to pursue the non-repayment of loans if a student leaves the course or does not receive a student loan:

'I acknowledge receipt of cash/cheque/(other,...) of [£] from [name of institution]. I hereby promise to repay this amount in full (i) within 10 days of receiving the first instalment of my main student loan, or (ii) at the end of the academic year, or (iii) when I leave the course, whichever is the earlier.'

Part 4 Summary report on the use of Access Funds in 1999-2000

Introduction

1. This report provides a summary of the information returned by HEFCE-funded institutions in receipt of student support funding during the academic year 1999-2000. It evaluates the monitoring process itself and then analyses the data from the returns in order to identify significant trends. The tables at Appendix 1 summarise spending in 1999-2000.

Funds available

2. For the academic year 1999-2000, the DfEE gave the HEFCE a total of £74,600,000. This was split as follows:

- Undergraduate Fund – £43,923,210
- Postgraduate Fund – £6,114,600
- Further Education Fund – £917,190
- Fee Waiver Fund – £11,645,000
- one-off allocation in January 2000 – £12,000,000.

3. In January 2000 institutions were also allocated £428,829 in funds returned from previous years, making the total funds available £75,028,829. Of these, a total of £112,577 was passed to the Teacher Training Agency for schools-centred initial teacher training (SCITT) students.

4. The DfEE allocated an additional £1.3 million from the user support baseline to the Further Education Funding Council for the HE students in further education colleges.

Allocation

5. The individual allocations to institutions were published in HEFCE 99/50 'Access Funds for higher education institutions 1999-2000'. The allocation was made on the basis of the number of full-time equivalent students, weighted according to level and mode of study, and age group and affluence.

Commentary

6. Following an internal audit of our systems in 1999-2000 we introduced a new system for

monitoring student support funding by using electronic monitoring returns. An individualised monitoring disk was sent to institutions for completion for return by 7 November 2000. The monitoring return captured information on the main spend for 1999-2000 and mid-year information for 2000-01 on Mature Student Bursaries. The analysis of the Mature Student Bursary data will be captured in the report for 2000-01.

7. Overall the quality of the data was better than in 1998-99, but only 66 per cent of institutions submitted on time. The remaining 34 per cent of institutions submitted data late. The majority of outstanding data was received by the end of November, but some institutions did not submit data until December. This had an impact on the Council's ability to model outstanding allocations, for Fee Waiver Funds and Mature Student Bursaries. The delay meant that institutions were not notified of their remaining allocations until January 2001.

8. We have reviewed the structure of the monitoring return following the exercise and will issue more detailed guidance notes for 2000-01, taking into account those areas where HEIs highlighted difficulties.

Analysis

9. The analysis describes the trends in the spending during 1999-2000 and compares these trends with the spend in 1998-99 where appropriate. The comparisons between 1998-99 and 1999-2000 have been made on a proportional basis; partly because in 1998-99 some of the data were missing and therefore it is not appropriate to compare amounts, and partly because there has been an overall increase in funding.¹

Table 1a: Payments for general access (excluding payments for part-time fee remission)

10. The data show that in 1999-2000 the bulk of payments made for general access (excluding fee remission) were given to full-time undergraduate

¹ Note the following definitions: young = under 21, young mature = 21-24, mature = 25 plus

students, the greatest proportion of which were given to mature or young mature students. This reflects the accepted view that older students generally have higher costs than younger students, and fewer sources of alternative support. The fact that the main group to benefit were older students also shows that the criteria for Hardship Funds are functioning correctly, especially as this group is likely to contain the highest proportion of lone parents. Taking into account the proportions in each age group in the eligible population, mature and young mature students at each level of study were more likely than young students to receive payments from the Hardship Funds, with mature students likely to receive the greatest level of award.

11. In comparison with 1998-99 there has been a decrease in the number of part-time undergraduates that received a payment. This could have been caused by the increase in general of full-time students, compared to part-time, or it could be because the part-time students on benefits can apply for fee remission so they no longer need so much help from the main access funds for other purposes.

12. Students with dependants accounted for 16 per cent of the number of payments but for over a quarter of total payments made, indicating that where they receive a payment it is likely to be greater than for students without dependants. Disabled students are also likely to receive a higher level of payment than average. In comparison with 1998-99 the average payment given to students with disabilities has almost doubled in size.

Table 1b: Payments for fee-remission – part-time undergraduate students only

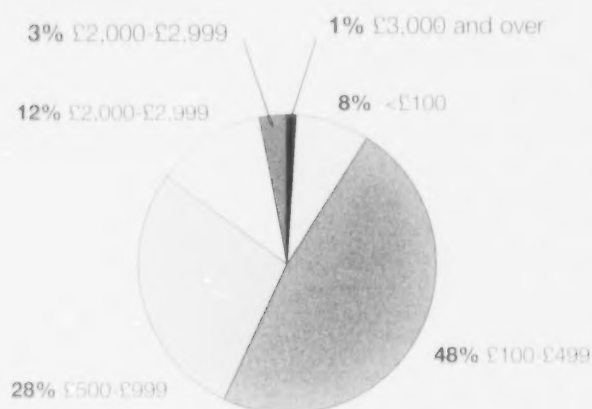
13. The pattern of fee-remission payments mirrors the patterns seen in Table 1a. The majority (87 per cent) of students who received a Fee Waiver were mature, and met the criteria that they were on benefit or a low income.

Table 2: Details of level of payments for general access

14. Overall 83 per cent of the students received support in the form of a non-repayable loan. This represents 93 per cent of the total amount of funding available. The remaining students received

repayable loans. The number of payments in each category were split in the following proportions:

Figure 1 Details of level of payment for general access

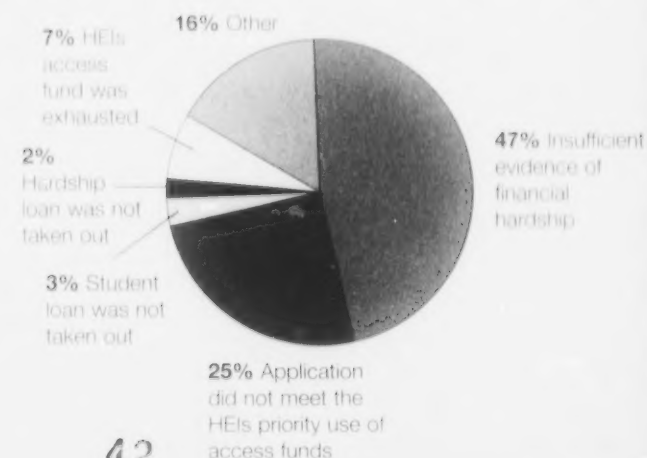


15. The proportions for 1998-99 in each level of payment category were similar to 1999-2000.

Table 3: Refusals

16. As the chart below indicates, the highest proportion of refusals were returned against the reason 'insufficient evidence of financial hardship'. The low percentages recorded against student and hardship loans not being taken out shows that the majority of students are taking up their other entitlements.

Figure 2 Reasons for refusals



17. The proportion of refusals returned against each reason was similar in 1998-99.

Table 4: Arrangements made for targeting access funds at students in real need

18. Table 4 (not reproduced in Appendix 1) collected textual evidence from HEIs on the arrangements within institutions. A wide range of activities were mentioned. They are listed below in order to disseminate good practice and ideas that might be helpful to institutions.

- a. Information technology. HEIs used web-sites, intranets and e-mails to both staff and students to advertise funds. Some provided on-line applications.
- b. Pre-entry. This consisted of open days, and tutors visiting schools and feeder colleges to tell them what student support is available from the HEI. Pre-induction information was also sent out, and in some cases pre-assessments were undertaken.
- c. Post-entry. Some HEIs conduct 'surgeries' for students experiencing difficulty. In one case the surgery was held off-site.
- d. Publicity. HEIs make substantial use of the standard methods, including posters, flyers, booklets, and guides for parents. Some HEIs place articles in the local press.
- e. Infrastructure. Some HEIs have acted to improve their infrastructure, for example by developing their student referral mechanisms further. Other HEIs are maximising the use of management information systems. One HEI uses the financial notification from LEAs to target students who are in receipt of full loans and fee remission. Getting more relevant information from application forms is another popular method. Many HEIs used the information they have to target mail shots and information to specific groups. For example, one HEI targeted students who had to give up jobs in their final year. Other approaches include starting up 'one stop shops' or realigning internal criteria to match the priority groups highlighted by the Government.

- f. Staff. Some HEIs are appointing more staff to deal with student support issues, others are training existing academic and administrative staff to help them provide a better, more informed service to students. Using tutors to target needy students was a popular approach.
- g. Collaboration. Several HEIs mention using the DfEE's good practice guide and the value of attending training seminars and other similar events. One HEI mentioned liaising with other institutions in order to develop best practice further.

Table 5: Reasons for payment

19. The data in this table show that the highest number and level of payments were for accommodation costs. Also, a large proportion of funds was spent on childcare costs and utility costs. The average payment was greatest for childcare costs, as might be expected from the data returned in Table 1a(ii).

20. The 1998-99 data showed a similar picture to 1999-2000, with a small increase in the proportion of spending on accommodation and a small decrease in the proportion of spending on books and equipment.

Table 6: Loans for repayment

21. The data for 1999-2000 shows that institutions have successfully recouped 69 per cent of loans that were paid out. The majority of the funding (64 per cent) was used for students who did not have loan cheques, and the minority (36 per cent) was given for other reasons. The data for this table were not captured in 1998-99.

Table 7: Periodic information and interest earned

22. The amounts of interest institutions are earning, and the amount being paid out in audit costs is in line with Council expectations. A comparison with the data from 1998-99 shows that in 1999-2000 institutions paid out a greater proportion of their funding in the 1 September to 31 December period. This is likely to be due to an increase in payments made for loans cheques that were delayed.

Table 8: Summary

23. The summary table shows that institutions have spent 96 per cent of the funding available. Of the remaining funds, 4 per cent will be carried forward to 2001-02 and 1 per cent will be reclaimed by the Council (percentages do not add up owing to rounding errors).

Conclusion

24. Overall the monitoring return data show that student support funds have been used successfully to target the groups identified by the Government. Table 8 shows that the vast majority of the funding was spent, with only small amounts of funding carried forward or returned to HEFCE. We intend to provide data from the monitoring return, the good practice publications and seminars to inform institutions' forward planning in relation to student support.

Part 4, appendix 1

1999-2000 Access Fund monitoring return

Table 1a: Payments for general access (excluding payments for part-time fee-remission)

Table 1a(i)

Level	Mode	Age (years) at time of payment						Total		
		Under 21		21-24		25 and over		Number of applicants (successful + unsuccessful)	Number of successful applicants	Payments made (£)
		Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)			
Undergraduate	Full-time	26,187	10,998,485	33,965	16,830,653	35,029	26,108,975	106,399	95,181	53,938,113
	Part-time	313	109,617	1,010	381,690	6,425	2,218,047	8,496	7,748	2,709,354
Postgraduate	Full-time	248	124,484	3,702	2,669,174	5,856	4,677,117	11,381	9,806	7,470,775
	Part-time	25	10,116	190	120,318	1,228	959,637	1,673	1,443	1,090,071
Further education	Full-time	1,143	511,946	185	115,808	411	310,070	1,965	1,739	937,824
	Part-time	112	52,588	33	22,038	154	135,500	335	299	210,126
Total		28,028	11,807,236	39,085	20,139,681	49,103	34,409,346	130,249	116,216	66,356,263

Table 1a(ii)

Level	Mode	Students with dependants	
		Number of successful applicants	Payments made (£)
Undergraduate	Full-time	14,969	14,383,744
	Part-time	1,196	812,476
Postgraduate	Full-time	1,613	1,616,531
	Part-time	435	346,677
Further education	Full-time	224	215,227
	Part-time	78	39,038
Total		18,515	17,413,693

Table 1a(iii)

Level	Mode	Students with disabilities	
		Number of successful applicants	Payments made (£)
Undergraduate	Full-time	3,556	2,402,006
	Part-time	391	314,834
Postgraduate	Full-time	327	327,873
	Part-time	112	110,837
Further education	Full-time	73	39,520
	Part-time	35	16,510
Total		4,494	3,211,580

Table 1a(iv)

Level	Mode	Bursary schemes	
		Number of successful applicants	Payments made (£)
Undergraduate	Full-time	2,158	1,554,762
	Part-time	252	90,745
Postgraduate	Full-time	247	233,125
	Part-time	53	40,237
Further education	Full-time	56	51,432
	Part-time	7	1,850
Total		2,773	1,972,151

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1999-2000 Access Fund monitoring return

Table 1b: Payments for fee-remission - part-time undergraduate students only

	Age (years) at time of payment						Total	
	Under 21		21-24		25 and over		Number of successful applicants	Payments made (£)
	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)		
Job-loss	13	6,527	39	20,765	239	122,594	291	149,886
Benefits/low income	363	185,109	1,785	877,218	14,912	7,664,425	17,060	8,726,752
Total	376	191,636	1,824	897,983	15,151	7,787,019	17,351	8,876,638

Table 2: Details of level of payments for general access (excluding payments for part-time fee-remission)

	Level of payment												Total	
	less than £100		£100 - £499		£500 - £999		£1,000 - £1,999		£2,000 - £2,999		£3,000 and over		Number of successful applicants	Payments made (£)
	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)		
Non-repayable	5,988	254,136	42,461	12,328,280	30,227	19,226,732	13,772	17,403,906	3,129	7,141,298	1,435	5,194,616	97,013	61,548,968
Repayable loan	3,049	163,380	13,687	3,019,268	2,141	1,158,655	268	304,260	31	69,855	27	91,877	19,203	4,807,295
Total	9,037	417,516	56,148	15,347,548	32,368	20,385,387	14,040	17,708,165	3,160	7,211,154	1,462	5,286,493	116,216	66,356,263

Table 3: Refusals (including for fee-remission)

Reason for refusal	Number of students refused
Insufficient evidence of financial hardship	8,380
Application did not meet institution's priority for use of Access Funds	4,399
Students loan was not taken out	579
Hardship loan was not taken out	452
Institution's Access Fund allocation was exhausted	1,177
Other	2,818
Total	17,805

1999-2000 Access Fund monitoring return

Table 5: Reasons for payment (excluding payments for part-time fee-remission)

Level	Mode	Reason for payment									
		Assistance with disability costs		Course fees (other than tuition fees)		Books and equipment		Accommodation		Childcare	
		Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)
Undergraduate	Full-time	2,312	1,162,986	247	146,330	4,990	2,227,014	18,441	11,378,859	6,686	7,364,833
	Part-time	310	266,642	187	110,857	4,340	667,042	296	205,494	468	383,145
Postgraduate	Full-time	150	126,967	260	371,785	404	152,914	2,062	1,576,183	634	677,473
	Part-time	71	76,468	71	89,679	109	51,403	229	196,471	182	173,172
Further education	Full-time	40	27,289	79	15,402	344	185,946	314	183,598	78	85,653
	Part-time	13	7,470	12	3,033	39	19,200	25	13,040	53	38,623
Total		2,896	1,667,823	857	737,087	10,226	3,303,519	21,367	13,553,645	8,102	8,722,899

Level	Mode	Reason for payment								Total	
		Transport		Utility costs		Personal bank overdrafts		Other unspecified hardship		Number of successful applicants	Payments made (£)
		Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)		
Undergraduate	Full-time	5,229	3,232,346	9,998	5,269,247	8,391	4,427,240	38,888	18,729,258	95,181	53,938,113
	Part-time	347	165,865	410	227,091	114	82,619	1,275	600,598	7,748	2,709,354
Postgraduate	Full-time	1,234	512,441	655	504,778	881	530,608	3,526	3,017,625	9,806	7,470,775
	Part-time	165	105,296	173	110,159	89	55,776	354	231,647	1,443	1,090,071
Further education	Full-time	358	165,772	138	69,170	82	38,759	306	166,235	1,739	937,824
	Part-time	28	15,082	28	15,977	32	27,927	69	69,774	299	210,126
Total		7,360	4,196,801	11,401	6,196,423	9,590	5,162,929	44,417	22,815,137	116,216	66,356,263

Table 6: Loans for repayment

	Paid out (£)	Repaid (£)	Outstanding (£)
Loans to students without loan cheque	3,097,467	2,251,860	845,607
Other loans	1,709,738	1,035,189	674,549
Total	4,807,205	3,287,049	1,520,156

1999-2000 Access Fund monitoring return

Table 7: Periodic information and interest earned (for the total Access Fund allocation, including the fee-remission fund)

	Source of funds	1 September to 31 December	1 January to 31 August	Total
Available funds (£)	Add: Funds allocated by the HEFCE in 1999-2000	43,320,910	30,845,330	74,166,240
	Add: Interest earned during 1999-2000	264,268	696,376	960,644
Funds disbursed (£)	Add: Funds paid to students (including those from loans repaid)	27,551,970	47,680,826	75,232,796
	Add: Interest used to defray audit costs	10,745	43,280	54,025
	Less: Loans repaid	0	3,287,049	3,287,049
Total available funds (£)		43,585,178	31,541,706	75,126,884
Total funds disbursed (£)		27,562,715	44,437,057	71,999,772

Table 8: Summary

	General Access	Fee-remission	Total	Total as percentage of allocation plus interest earned
Add: Funds allocated in 1999-2000 (£)	62,670,042	11,496,198	74,166,240	100.0
Add: Interest earned during 1999-2000 (£)	960,644	0	960,644	
Less: Funds disbursed (including those from loans repaid) (£)	66,410,188	8,876,638	75,286,826	95.8
Add: Loans repaid (£)	3,287,049	0	3,287,049	
Total funds remaining (£)	507,547	2,619,560	3,127,107	4.2
Funds HEI wishes to carry over to 2000-01 (£)			2,669,609	3.6
Overspend in 1999-2000 (£)			-220,505	-0.3
Funds to be reclaimed by HEFCE (£)			678,003	0.9

Data used to create the 1999-2000 monitoring return summary tables have been taken from complete 1999-2000 monitoring returns from 127 institutions.
Note that Tables 2 and 5 contain a small element of estimation

Part 5

Monitoring return 2000-01 (partial only)

Table 2b: Payments for fee waivers - part-time undergraduate students only

Reason for payment	Age (years) at time of payment						Total	
	Under 21		21-24		25 and over		Number of successful applicants	Payments made (£)
	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)		
Job loss	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Benefits low income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Table 4: Loans for repayment

	Number of successful applicants	Paid out (£)	Repaid within year (£)	Repaid from previous years (£)	Outstanding within year (£)
Loans to students whose loan cheque is delayed	0.00	0.00	0.00	0.00	0.00
Other loans	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00

Opportunity Bursaries 2001-02 mid-year return 31 October 2001

Where the student is from		Number of Opportunity Bursaries initially allocated by HEFCE for 2001-02	Number of students awarded Opportunity Bursaries by 31 October 2001 who are attending this institution in 2001-02*	Funds required to make payments to students in 2001-02 (£)	Adjustment to initial allocation from the Opportunity Bursaries Fund (£)
Excellence in Cities area	Education Action Zone			0.00	0.00
	Non-Education Action Zone			0.00	0.00
Non-Excellence in Cities area	Education Action Zone			0.00	0.00
	Non-Education Action Zone			0.00	0.00
Total			0.00	0.00	0.00

*This includes students who were offered a bursary at this institution and attended this institution plus students who were offered a bursary at a different institution but attended this institution

Part 6

Monitoring return 2001-02

Opportunity Bursaries 2002-03 mid-year return October 31 2002

First-year students

Where the student is from:		Number of Opportunity Bursaries initially allocated by HEFCE in 2002-03 for first-year students	Number of first-year students awarded Opportunity Bursaries by October 31 2002 who are attending this institution in 2002-03*	Funds required to make payments to first-year students in 2002-03 (£)	Adjustment to initial allocation from the Opportunity Bursaries Fund (£)
Excellence in Cities area	Education Action Zone				
	Non-Education Action Zone		0 00	0 00	
Non-Excellence in Cities area	Education Action Zone		0 00	0 00	
	Non-Education Action Zone		0 00	0 00	
Total			0 00	0 00	
			0 00	0 00	0 00

Second-year students

Where the student is from:		Number of second-year Opportunity Bursaries award holders attending the institution in 2002-03*	Funds required to make payments to second-year students in 2002-03 (£)
Excellence in Cities area	Education Action Zone		
	Non-Education Action Zone	0 00	0 00
Non-Excellence in Cities area	Education Action Zone	0 00	0 00
	Non-Education Action Zone	0 00	0 00
Total		0 00	0 00
		0 00	0 00

*This includes students who were offered a bursary at this institution and attended this institution plus students who were offered a bursary at a different institution but attended this institution.

2001-02 Access and hardship monitoring return

Table 1: Continuing Bursaries and Access Bursaries

	Continuing Bursaries awarded		Access Bursaries awarded		Total	
	Number of bursaries	Total amount in bursaries (£)	Number of bursaries	Total amount in bursaries (£)	Number of bursaries	Total amount in bursaries (£)
Total	0.00	0.00	0.00	0.00	0.00	0.00

2001-02 Access and hardship monitoring return

Table 2a: Payments for hardship (excluding payments for part-time Fee Waivers, Continuing Bursaries and Access Bursaries)

Table 2a(i): Payments for hardship (including payments made as loans)

Level		Mode		Age (years) at time of payment						Total		
				Under 21		21-24		25 and over				
				Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of applicants (successful + unsuccessful)	Number of successful applicants	Payments made (£)
Undergraduate	Full-time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Part-time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Postgraduate	Full-time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Part-time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Further education	Full-time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Part-time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Table 2a(ii): Bursary schemes through the Hardship Fund (a subset of the data in the above table)

	Number of successful applicants	Payments made (£)
Total	0.00	0.00

2001-02 Access and hardship monitoring return

Table 2b: Payments for fee waivers - part-time undergraduate students only

	Age (years) at time of payment						Total	
	Under 21		21-24		25 and over		Number of successful applicants	Payments made (£)
	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)		
Job-loss	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Benefits/low income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2001-02 Access and hardship monitoring return

Table 3: Reasons for payment for hardship (including payments made as loans, excluding payments for part-time Fee Waivers, Continuing Bursaries and Access Bursaries)

	Reason for payment																Total	
	Assistance with disability costs		Child care		Transport		Books and equipment		Non tuition fees (e.g. field trips)		Accommodation		Utility costs		Other unspecified hardship			
	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)	Number of successful applicants	Payments made (£)
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2001-02 Access and hardship monitoring return

Table 4: Loans for repayment

	Number of successful applicants	Paid out (£)	Repaid within year (£)	Repaid from previous years (£)	Outstanding within year (£)
Loans to students whose loan cheque is delayed	0.00	0.00	0.00	0.00	0.00
Other loans	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00

2001-02 Access and hardship monitoring return

Table 5: Periodic information and interest earned (Hardship/Bursary Fund and Fee Waiver Fund)

	Source of funds	1 September to 31 December	1 January to 31 March	1 April to 31 August	Total
Available funds for 2001-02	Add: Funds allocated by the HEFCE	0.00	0.00	0.00	0.00
	Add: Funds brought forward from 2000-01	0.00	0.00	0.00	0.00
	Add: Interest earned	0.00	0.00	0.00	0.00
Funds disbursed during 2001-02	Add: Funds paid to students (including those from loans repaid)	0.00	0.00	0.00	0.00
	Add: Interest used to defray audit costs, train staff or publicise funds	0.00	0.00	0.00	0.00
	Less: Loans repaid	0.00	0.00	0.00	0.00
Total available funds in 2001-02		0.00	0.00	0.00	0.00
Total funds disbursed in 2001-02		0.00	0.00	0.00	0.00

Note: for calculation purposes, funds brought forward have been included in the first payment, loans repaid are included in the final payment.

2001-02 Access and hardship monitoring return

Table 6: Summary

	Hardship/Bursary Fund	Fee Waiver Fund	Total	Total as percentage of allocation plus 2001-02 fund brought forward plus interest
Add: Funds allocated in 2001-02	0.00	0.00	0.00	-
Add: Funds brought forward from 2000-01	0.00	-	0.00	-
Add: Interest earned during 2001-02	0.00	-	0.00	-
Less: Funds disbursed (including those from loans repaid)	0.00	0.00	0.00	0.00
Add: Loans repaid	0.00	-	0.00	0.00
Total funds remaining	0.00	0.00	0.00	0.00
Funds HEI wishes to carry over to 2002-03*			0.00	0.00
Funds to be reclaimed by HEFCE**			0.00	0.00

*This must be no greater than 10% of the total income for 2001-02 (funds allocated + funds brought forward + interest earned).

**Note that funds to be reclaimed will be reclaimed by HEFCE from the 2002-03 allocation in the January 2003 payment.

Note that for calculation purposes, funds brought forward from the previous year and interest earned are assumed to be part of the Hardship/Bursary Fund.

Please fill in the following for the person to contact with any queries about the return:

Contact name:

Contact telephone number:

Contact e-mail:

Director of Finance: (on hard copy) please sign below to confirm that the information returned on this disk is consistent with the information held in the institution's accounting system in respect of the period 1 September 2001 to 31 August 2002 and is reconcilable with the information shown in the financial statements for the year ending 31 July 2002:

Name:

Signature:

Date:

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2001-02 Access and hardship monitoring return

Table 7: Opportunity Bursaries

Where the student is from		Number of Opportunity Bursaries allocated by HEFCE for 2001-02	Number of students awarded Opportunity Bursaries who attended this institution in 2001-02*	Total payments made to students in 2001-02 (£)	Remaining funding (£)
Excellence in Cities area	Education Action Zone		0.00	0.00	
	Non-Education Action Zone		0.00	0.00	
Non-Excellence in Cities area	Education Action Zone		0.00	0.00	
	Non-Education Action Zone		0.00	0.00	
Total		0.00	0.00	0.00	0.00

*This includes students who were offered a bursary at this institution and attended this institution plus students who were offered a bursary at a different institution but attended this institution.

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